

# Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Engagement for Cyber Security Consulting Services**

Dear [Client's Name],

We are pleased to confirm our engagement to provide cyber security consulting services to [Client's Company Name]. The purpose of this letter is to outline the scope of our engagement and the terms and conditions under which we will operate.

### **Scope of Services**

Our services will include, but are not limited to:

- Risk Assessment
- Vulnerability Testing
- Incident Response Planning
- Security Compliance Review
- Employee Training and Awareness Programs

### **Fees and Payment Terms**

The fee for our services will be [Insert Rate/Flat Fee], which will be invoiced [monthly/upon completion of services]. Payment is due within [insert payment terms, e.g., 30 days] from the invoice date.

### **Confidentiality**

We understand the sensitive nature of the information that will be shared with us and will ensure all data is handled with the utmost confidentiality.

### **Acceptance**

If you agree to the terms outlined in this letter, please sign and return a copy to us.

We look forward to working with you to enhance your cyber security posture.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

**Accepted by:**

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[Client's Name]

[Client's Title]

[Client's Company Name]